

LOCAL AGENCY CONTRACT AWARD CHECKLIST

Project Sponsor: _____

Federal-aid project #: _____

Location: _____
DIST-----CO----- (Road/Street or RTE)-----PM-----AgencyLimits: _____
(Physical limits reference postmiles or intersections)

Has Caltrans issued an "Authorization to Proceed" in writing with federal funds included for construction? and is the amount correct?	(yes/no)
Copy of engineers estimate:	to be attached
Is material testing and sampling arranged?	(yes/no)
Copy of low bidder's proposal:	to be attached
Low Bid signed in ink?	(yes/no)
Local Agency DBE Information Sheet included (Exhibit 15-G)	to be attached
Is the Noncollusion Affidavit (Chapter 12, "PS&E," Exhibit 12-E, Attachment D) included in the low bidders proposal?	(yes/no)
Is the Bid summary (itemized bids for 3 lowest bidders) complete?	(yes/no)
Addendum procedures adhered to?	(yes/no)
TIP information, Authorized amount	\$ amount
Include TIP page number or amendment number here:	
Bid opening procedures were adhered to?:	(yes/no)
Date DLA's Federal Wage Rate website was checked for updates *	date
Date of bid opening	date
Date of award:	date
Amount of award:	\$ amount
Detail Estimate (Exhibit 15-M):	to be attached
Finance Letter (Exhibit 15-N):	to be attached
Resident Engineer's Construction Contract Administration Checklist	to be attached
Is successful bidder licensed?	(yes/no)

Reviewed by: _____
(Signature of local agency Representative)_____
(Name printed or typed)

Title: _____

Date: _____

Phone Number: _____

NOTE: If the answer is no to any of the above questions, a letter of explanation is required. The DLAE shall review the explanation and determine if the local agency is eligible for federal funds.*** If the date listed is more than 10 calendar days before bid opening, local agency must provide documentation that website was subsequently checked within the 10 calendar day period or after bid opening, and there were no changes in the applicable federal wage rates.**

Distribution: All NHS Projects: (1) Original + 1 copy-Caltrans District Local Assistance Engineer . (2) Copy-Local Agency Project File

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